



Baltimore City Vendor Development Seminar Series for Small, Minority and Women Business Enterprises

This series is designed to provide intense training to small, minority and women vendors who want to understand the City's contracting process.

Description of Courses

VDS101 Bid Documents and Contractor Relationships (Prime and Subcontractor) April 11, 2016

This seminar will provide instruction to business owners on how to successfully prepare city bid documents. Participants will study real bid responses to detect common errors, learn how to avoid a non-responsive submission and explore the bid evaluation process.

VDS102 General Requirements April 18, 2016

Participants will learn about the prequalification process for construction contractors and design consultants; and gain in-depth knowledge of general accounting, certified payrolls, cost estimation and cost accounting for specific industries.

VDS103 Prompt Payment/ Invoicing April 25, 2016

The participant will learn how to get paid by Baltimore City government. Participants will also learn about the common reasons why payments are delayed. The seminar will also address how the city monitors its contracts.

VDS104 Optimizing Your Certification May 2, 2016

This seminar will explain how participants can optimize their Minority Business Enterprise and Women Business Enterprise certification with the City of Baltimore.

VDS105 Resources / Baltimore SourceLink May 9, 2016

Participants will learn about various resources available to small, minority and women business enterprises in Baltimore City. The participants will learn how to find funding sources for their business. Also learn about loans vs. contract financing.

VDS106 Market Opportunities in Baltimore City Government May 16, 2016

Baltimore City agencies have the authority to make purchases directly to the vendor. Participants will become familiar with interactive technology to gain access to opportunities through CitiBuy and eMaryland Marketplace, 24/7 marketplaces for doing business with the City of Baltimore.

Seminars will be held on Mondays from 6:00 – 8:00 p.m. at the Small Business Resource Center, 1101 E. 33rd Street, Suite C307, 3rd Floor, Baltimore, MD 21218. The entire series is being offered at a special discounted rate of \$100.00 or participants may elect to take specific seminars for \$25.00 per course.

For more information and to register, contact the Mayor's Office of Minority and Women-Owned Business Development at 410-396-3818.